

# California Information Technology Governance

## 2004 MINUTES OF THE STATE IT COUNCIL

Friday, July 30, 2004

The Council met at 3200 Fifth Avenue, Sacramento, on July 30 at 10:00 a.m.

The meeting came to order at 10:10 a.m. The presiding officer was the Council Chair, Mr. Clark Kelso.

**Attending Members:** Andrew Armani, Gary Arstein-Kerslake, Bob Austin, Jeff Baldo, Terese Butler, Mitch Coppin, Dave Dawson, Nick Dedier, Jon Fullinwider, Craig Grivette, Janice King, Debbie Leibrock, Joe Panora, Christy Quinlan, Ron Ralph, Calvin Rogers, Barbara Timmer, Larry Toliver, Barry West, Ben Williams, Ben Wilson, and Pat Yerian.

**Alternate attending members:** Karan Marsh TDC, Josie Fernandez DPA.

**Video conferencing members:** Barry West (FEMA), Ben Wilson (Napa County).

**Council guest speakers:** Jeff Williams (CSAC), Mike Hewitt (Gartner), Mike Howland (DMHC).

Council support staff attending: Claudina Nevis, Susie Shoemaker.

Several vendor representatives attended the meeting.

**Members absent:** Bernard Soriano, Ann Barsotti, Alan Friedman, Kevin Green, James Gilles, John Lane, Karen Lynch, Carlos Ramos, Ronald "Gene" Reich. A scheduled guest speaker, Russ Guarna (DGS) was also absent.

The list with **meeting documentation** distributed to all attendees is provided in the Meeting Minutes Attachment I and can be viewed at <http://www.cio.ca.gov/ITCouncil/AgendasMinutes.html>.

### ***IT Council Administrative Matters & News / Approval of Minutes***

Clark Kelso introduced Barry West, FEMA CIO, as the federal government representative Council member. Welcome Barry!

Upon motion of Ben Williams, seconded by Gary Arstein-Kerslake and unanimously carried, the Council adopted the Council April 30<sup>th</sup> Meeting Minutes

<http://www.cio.ca.gov/ITCouncil/AgendasMinutes.html>

### ***Videoconferencing***

Jeff Williams California State Association of Counties (CSAC) presented his *Ramp up to Route 58*. CSAC is very interested in working more with state departments and any other government

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entities that will benefit from using the CSAC video conferencing facilities. Anyone interested contact him @ jwilliams@counties.org.

### **Follow-up required:**

Jon Fullinwider requested the list of state departments with videoconferencing. Gary Arstein-Kerslake will provide all Council members with the DGS-TD web site with the information requested. Additionally, Gary is working with SCO to assess the amount of money spent by state employees to travel for work purposes that could possibly be saved by using video conferencing. He will share the information when available with the Council. This effort is sponsored by the state Agency Information Officers (AIO) Working Group.

Calvin Rogers volunteered that DSS has access to extensive videoconferencing facilities; however, they can only be used to support some federal programs.

### ***Consulting Assistance***

Clark Kelso introduced a voluntary program to assist with Council analysis efforts; it is being developed by Mike Hewitt from Gartner. Clark hopes it can be used, experimentally initially, to assist with the Council research work load and provide Council staff augmentation by sharing best practices, workshops, round table discussions, etc. Gartner is providing similar services in other states, such as New York. This program offering will not be limited to Council members. Nick Dedier proposed to Craig Grivette and other Council members the data centers pay for this Gartner service and divide the contract cost by all state Data Center customers. Craig will continue to work with Gartner, the State CIO and DGS-PD to make this vendor offering available to the Council and all its members.

Additionally, Clark Kelso has asked Craig Grivette to look into development of an executive leadership program for state staff possibly thru the local CSU, UC and other universities.

### ***Policy Direction & Policy***

The Council members agreed that policy work outcomes from the Council will be referenced to as *Policy Direction(s)*. After the Council policy direction is vetted, at this time DGS and DOF will continue to be the developer and publisher for new and / or revised IT policies.

### ***CIO Forum on August 11***

#### **Follow-up required:**

Mike Howland will be contacting the Council committee chairs to prepare for the Forum meeting on August 11<sup>th</sup>.

Council members agreed the Executive Institute (EI) activities need to be aligned with the Council's work. Craig Grivette suggested EI become a future Council committee. Clark Kelso stated there are discussions going on to define the EI future role(s).

### **Announcement:**

Nick Dedier announced DOJ has issued an RFP to replace some of its largest mission critical law enforcement Data Bases (DB) from Cobol applications to Oracle and J2EE solutions.

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**Budget Update** Debbie Leibrock provided a brief budget update with emphasis on the changes to Section 27 of the Budget Act, the deficiency process. DOF will be sending budget letters to address this very important budget change that will require a separate bill to address each department's deficiency in the future.

### ***IT Council Committee Reports:***

#### ***Executive Committee***

Clark Kelso briefly reviewed the committee's charter and its Working Group staffed by all State AIOs.

#### ***IT Strategic Plan Committee***

Ben Williams announced the California Strategic Plan is due to the Governor by 10/31/04. He reviewed his committee's plan for the Plan. When the group discussed concerns about the lack of a State Business Plan, the CIO suggested using the CPR report as the business initiatives and CPR as the business model.

#### **Follow-up required:**

The CIO requested **from Barry West and Ben Wilson** copies of the IT Strategic Plans for their respective organizations.

#### ***IT Policies Committee***

When Gary Arstein-Kerslake reviewed the committee's ***Desktop Refresh Policy Direction***, the following suggestions were made:

- include thin-client,
- software needs,
- replace PC with work station or desktop,
- include general infrastructure needs (i.e. network equipment needs),
- align document with Strategic Sourcing
- tie document to the Enterprise Architecture.

Barry West shared one of FEMA's related policies: require PYs working from home to use government issued and managed hardware and software with same refresh as the work systems. The CIO decided to send the ***Desktop Refresh Policy*** statement direction back to the Policy Committee for more development.

#### ***Enterprise Architecture & Standards Committee***

Karan Marsh, representing Ann Barsotti, reviewed the language for the Committee's Charter; there were no objections to accepting the changes. She also reviewed the survey completed by the majority of the Council members and she thanked all for their participation in the survey information gathering.

#### **Follow-up required:**

1. Karan will email her survey presentation to the Council members.
2. Jon Fullinwider recommended the committee meets with Westchester County, New York, regarding enterprise architecture. Jon just spent several days with this group and feels the state can benefit from their efforts.

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3. Statewide Data architecture needs should be part of the architecture developed.

### ***Enterprise Applications Committee***

Terese Butler stated the Charter for the Email Consolidation project needs to be adopted by the project Steering Committee. The project pilot does not include migration from other email systems to Exchange except for the TDC migration which is required to enable the Data Center Consolidation communications and project. A Change Management team has been formed and the technical evaluation criteria are being developed.

### ***Security Committee and E-authentication***

John Lane's report was given by Jeff Baldo, the committee vice-chair.

#### **Follow-up required:**

A Council ORP Working Group will be staffed after the 8/11 CIO Forum.

The CIO discussed the proposed *E-authentication* statement direction that both GSA & OMB support. Because PKI is so costly, it is used only for very high risk federal solutions.

Barry West encourages California to participate in this OMB initiative. Chris Dunham shared that SID is already working with GSA on this initiative.

#### **Follow-up required:**

1. CIO decided to send the *E-authentication* statement direction back to the Security Committee for more development.
2. TDC has been awarded a PKI / authentication \$400,000 grant. The Security Committee should oversee their plan for the grant dollars funded thru Homeland Security.

### ***Data Center Operations Committee: Data Center Consolidation***

Calvin Rogers reviewed the contents of the *IT Act of 2004: Data Center Consolidation*.

### ***IT Acquisitions Committee: Strategic Sourcing Update***

Russ Guarna, the scheduled presenter was unable to attend the meeting. The CIO announced the Strategic Sourcing Phase I data collection is well under way and thanked all departments who contributed to this phase's efforts, especially SCO and DOF. Next, the vendor proposes which procurements to go after the state agrees on the baseline. At this time no decision has been made about which strategic sourcing procurements will start the next phase.

### ***Human Resources Committee***

Mitch Coppin presented the Committee Charter and requested clarification for the request he received from the Executive Committee and AIOs for an inventory of training and development resources available to state CIOs. There are some questions about program overlaps.

The CIO stated that the CPR Report will have very specific HR recommendations.

#### **Follow-up required:**

The CIO will distribute to all Council members copies of a FEMA presentation he has seen; he has learned FEMA has an excellent IT training program.

Some members commented that the current out of state travel policies are deterrents to executive development. The CIO recommended they suggest ways to improve the process to better meet their travel out of state needs.

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### ***General Discussion & Closing***

Several members agreed there is an enterprise issue with Disaster Recovery. Recommendation is to form working groups to expedite efforts already started by the Security Committee.

Clark Kelso thanked Barry and Ben Wilson for their videoconferencing contributions and thanked all for the participation and contributions.

### **Next Council meeting**

The State CIO announced the next meeting will be the scheduled meeting on October 29th from 10:00 – 2:00

@ 3200 5<sup>th</sup> Avenue, Sacramento

Note: video conferencing will be available again for Council members requesting it.

### **Meeting was adjourned at 2:05 p.m.**

Meeting minutes questions and or corrections should be addressed to Claudina Nevis @ [claudina.nevis@gov.ca.gov](mailto:claudina.nevis@gov.ca.gov).

## **Attachment I**

### **Quarterly Meeting Documentation**

1. Agenda: July 30, 2004 IT Council Meeting
2. Minutes: April 30, 2004 IT Council Meeting
3. Videoconferencing: Ramp up to Route 58!
4. CIO Forum on August 11: CIO Forum Planning Agenda  
Join the California IT Council  
Recommendation and Application web forms
5. Committee Reports: Council Executive Committee Charter
6. IT Strategic Plan Committee Charter  
Plan for the Plan
7. IT Policies Committee Charter  
Desktop & Laptop Policy Statement  
HHSDC Technology Refresh White Paper
8. Enterprise Arch. & Stds Comm: Committee Charter  
Survey of Technologies
9. Security Committee Charter  
ORP Working Group  
Policy Direction / Security:E-Authentication
- 10.Data Center Operations Committee  
IT Act of 2004: Data Center Consolidation
- 11.IT Acquisitions Committee Charter
- 12.Human Resources Committee Charter
- 13.Current IT Council Member List**